

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Lateral Transfers & Candidates on a current examination list**

Location: Labor Relations, Middletown

Job Posting No: 86617

Salary: *\$66,604.00 - \$85,436.00

Closing Date: Friday, October 26, 2012

* New hires to state employment start at the minimum of the above salary range.

Eligibility Requirement: **Candidates must have applied for and passed the HUMAN RESOURCES SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties to include but not limited to: Conduct administrative investigations for civilian employees, review completed internal affairs reports; prepare disciplinary recommendations; interprets contractual language for bargaining contracts; works closely with Legal Affairs and Attorney General's office on matters that involve both contractual issues and outside litigation; present agency position on grievances at OLR; conduct Step 1 grievance hearing and draft answers/responses; assist in disciplinary due process; assist in drafting policy to remain consistent with labor contracts; act as agency liaison with Office of Labor Relations; provide assistance to Human Resources with concentration on assignments with special projects, recruitment, retirements, and counseling; conduct training and performs related duties as required.

General Experience:

Seven (7) years professional experience in human resources management.

Special Experience:

One (1) year of the General Experience must have been at the junior working level in human resources management. For state employees this is interpreted at the level of Human Resources Associate or Human Resources Consultant 1.

Special Requirement:

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references by ***Friday, October 26, 2012, close of business**, to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, HR Associate
Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the originals via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/Equal Employment Opportunity Employer